



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington,
Cheshire WA4 5EQ

Telephone 01925 268153 Email clerk@appletonpc.org.uk

Minutes of the monthly Parish meeting of Appleton Parish Council held on Tuesday 19th June 2018 at 7.30pm at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ

Present: - Councillor S Harris (Chairman)

Councillor K Arnett, Councillor B Axcell, Councillor J Bilsland, Councillor G Palmer,
Councillor P Walker, Councillor J Walker and J Wheeler.

Mrs. J Monks (Clerk), Mrs I Derbyshire (Assistant Clerk) and eight members of the
public.

1. Welcome and apologies for absence

Councillor S Harris welcomed everyone to the Parish Council meeting.

Councillor S Harris reminded all the Parish Councillors and members of the public that
the use of mobile phones was prohibited during a meeting and all Parish Councillors
were asked to use the microphones when speaking.

Councillor S Benger and Councillor I Axcell sent their apologies as she was unable to
attend as there were on holiday. Councillor G Skentlebery sent his apology as he was
unable to attend. Councillor J Price sent his apology as he was unable to attend.
Councillor T Stanfield sent his apology as he was unable to attend due to work
commitments.

2. Members Code of Conduct

None declared.

3. PCSO / Police report

The PCSO could not attend the Parish Council meeting as such a written report was
circulated to all the Parish Councillors.

4. Public Participation

Several members of the public addressed the Parish Council with regard to the amended plans for the field at Appleton Thorn. Concerns were expressed over a number of outstanding issues they had following consultation from Bloor Homes.

Several members of the public addressed the Parish Council with regards to concerns regarding speeding on Wrights Green. Residents confirmed that the speed limit had now been amended however cars were constantly exceeding the 30mph. Councillor S Harris confirmed that she would contact Warrington Borough Council regarding the promised village gateway signage and the clerk was asked to contact the PCSOs to request a speed watch campaign.

5. Planning

The clerk confirmed that the next Planning Committee meeting is on Monday 2nd July 2018 at 11am.

The recommendations of the Planning Committee on applications received since the last meeting were accepted and it was

RESOLVED that;

The following recommendations be forwarded to the Development Control Manager, Environment and Regeneration, Warrington Borough Council.

No Objections to the following applications –

2018/32830, 22 Highfield Avenue, Appleton, WA4 5DU. Householder - Proposed single Storey Utility Room Extension.

2018/32850, Lyndholm, Grappenhall Lane, Appleton, WA4 4QX. Householder - Proposed Single storey rear extension.

2018/328871 14 Burfield Drive, Appleton, WA4 5DB. Householder - Proposed first floor extension and remodelling works of existing bungalow.

2018/32925, 54 Petersham Drive, Appleton, WA4 5QF. Householder - Proposed single storey rear extension.

2018/32950, 142 Bridge Lane, Appleton, WA4 3AN. Householder - Proposed Erection of single storey rear kitchen extension block and render construction with flat fibreglass roof and roof lantern. Using white UPVC windows and door in keeping with existing property.

2018/32953, 54 Shepperton Close, Appleton, WA4 5JZ. Householder - Proposed first floor extension above existing garage to form an extra bedroom, en-suite and dressing room.

2018/32375, 26 Parkland Close, Appleton, WA4 4RH. Householder-Two storey side extension and porch to front elevation. Conversion of garage to garden room.

2018/33001, Travis Perkins, Barleycastle Trading Estate, Lynncastle Road, Appleton, WA4 4SN. Full Planning - Proposed Installation of new 6m high racking within existing service yard.

The Parish Council raised concerns to the following applications;

2018/32763, 7 St Marys Close, Appleton, WA4 5DD. Householder- Proposed demolition of existing and erection of proposed boundary retaining wall to driveway entrance. The Parish Council are concerned about the effect on the streetscene and the proposal would be out of keeping with the area.

2018/32882 57 Field Lane, Appleton, WA4 5JR. Householder - Proposed Oak framed annexe outbuilding. The Parish Council are concerned about the size of the proposed annexe outbuilding and the effect on neighbouring properties in particularly 57 Field Lane and would like to request that a Planning Officer visits the site.

2018/32870, Land adjacent to 2 Field Lane, Field Lane, Appleton, WA4 5JR. Full Planning - Proposed detached residential self-build property to the former garden of 2 Field Lane. The Parish Council are concerned regarding overdevelopment of the plot.

Due to Councillor J Wheeler and Councillor P Walker being members on the Warrington Borough Council Development Control Committee, they did not participate in the planning discussions or the recommendations agreed.

For information, only –

2018/32157, 168 London Road, Appleton, WA4 5BH. Discharge of Condition - Proposed Discharge of Conditions 3 (Construction Method Statement), Condition 4 (Materials), Condition 5 (Landscaping Scheme), 6 (Landscaping) & 7 (Means of access & car parking) on application 2016/28947.

2018/32845, 20 Greenfields Avenue, Appleton, WA4 3BW. Section 192 (Lawful Development Certificate) - Proposed single storey rear extension.

2018/32768, 5 Highwood Road, Appleton, WA4 5AJ. TPO - Proposed thinning of the trees.

2018/32888, Dell Garth, Green Lane, Appleton, WA4 5NG. TPO - T1 ash T2 ash T3 oak T4 oak T5 yew reduce away from property by up to 1.5m.

2017/31848. Land to the East of Stretton Road, North of Pepper Street, Appleton Thorn. Full Planning (Major) - Proposed Erection of 71 dwellings, public open space, landscape and associated infrastructure. The clerk informed the Parish Council that this was due to be heard by the Development Control Committee on 27th June 2018. The clerk was asked to send a letter requesting planning conditions and for Section 106 funds.

6. Clerk's Report and Accounts

The April 2018 and May 2018 statement of Receipts and Payments for the Financial Year 2018/2019 was noted, and the Members noted the Bank Statement as at 30th April 2018 and 31st May 2018.

The clerk proposed to review the budget on a quarterly basis in order to look at the budget in-depth.

RESOLVED that;

Payments were to be made in accordance with the payment schedule for June 2018.

The bank reconciliation for April and May and bank statements for April and May were both signed by the Chairman.

The clerk informed that Parish Council that the green bus shelter on Bridge Lane in Appleton had been smashed. The Chairman of the Parish Council, Councillor S Harris had confirmed that the repair was to go ahead at the cost of £247.00 plus VAT.

The clerk confirmed that she had ordered a mobile phone for the Booking Secretary at the cost £118.00 and had purchased a sim only contract at £10.00 per month.

Councillor J Wheeler had been contacted by a resident on Bridge Lane regarding the lack of a litter bin as the one on the corner had been removed some time ago. An ideal location would be by the bridge where the path to the Millennium Green begins. Warrington Borough Council have confirmed that they could install a bin at this location however the Parish Council would have to pay for the bin. The cost of this would be £150.00. Councillor J Wheeler said she would contact Warrington Borough Council regarding the matter as she felt there should not be a charge for replacement. Councillor J Bilsland also commented that the proposed location is very near another existing bin as such this matter would be deferred until the next Parish Council meeting in June.

7. Data Protection

The clerk informed the Parish Council that the law with regards to Data Protection is changing from May. The clerk informed the Parish Council that there was no longer a requirement for the Parish Council to appoint a Data Protection Officer. The clerk had undertaken a data audit and had produced a draft consent form with a draft privacy notice.

RESOLVED that;

The Parish Council confirms that the data audit is correct and adopts the consent, privacy notices and Data Protection policy.

8. Accounts for 2017/2018

The Clerk advised that the Internal Audit had been undertaken by JDH Business Services Limited who confirmed the following;

The internal audit of Appleton Parish Council was carried out by undertaking the following tests as specified in the Annual Return for Local Councils in England:

- *Checking that books of account have been properly kept throughout the year*
- *Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for*

- *Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks*
- *Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate*
- *Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for*
- *Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for*
- *Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied*
- *Checking the accuracy of the asset and investments registers*
- *Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)*
- *Year end testing on the accuracy and completeness of the financial statements*

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

The action plan noted that;

Online banking was implemented during the financial year and discussion with the clerk has identified that robust internal controls, including pre-authorisation of payments, are in place for expenditure. However, the updated internal controls over online payments have not been adopted. The detailed internal controls over online payments should be included in a written internal controls statement and adopted.

The internal auditor also issued the following guidance note.

Data Protection Law changed significantly on May 25th 2018 due to the 2016 EU Directive General Data Protection Regulation (GDPR) taking effect.

GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils.

The impact of GDPR on the council should be identified through review of ICO guidance and the Data Protection policy, risk assessment and internal controls should be updated accordingly.

A GDPR compliant data protection policy and an updated document retention policy should be adopted. Privacy notices should be developed internally for all staff, members and

volunteers, and externally for residents. Data processing agreements should be established where external data processors are used.

RESOLVED that;

The report from the internal auditor was accepted and the annual return will now be submitted to the External Auditor.

Data Protection has been discussed under agenda item 7 and the internal financial controls will be discussed under agenda item 11.

9. Annual Governance and Accountability Return 2017/2018 Part 3 – Annual Governance Statement

The Parish Council carried out a review of the effectiveness of the system of internal control and considered the annual governance statement in the Annual Governance and Accountability Return 2017/2018 Part 3.

RESOLVED that;

1. The Parish Council has prepared its accounting statements in accordance with the Account and Audit regulations.
2. The Parish Council has made proper arrangements and accepted responsibility for safeguarding public money and resources in its charge.
3. The Parish Council has only done what it has the legal power to do and has complied with property practices in doing so.
4. The Parish Council has during the year given all persons interested the opportunity to inspect and ask questions about the Parish Council's accounts.
5. The Parish Council has considered and documented the financial and other risks it faces and has dealt with them properly.
6. The Parish Council has arranged for a competent person, independent of the financial controls and procedures to give an objective view on whether internal controls meet the needs of the smaller authority.
7. The Parish Council has responded to matters brought to its attention by internal and external audit.
8. The Parish Council has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

RESOLVED that;

Section 1- Annual Governance Statement 2017/2018 is approved and is signed and dated by the Chairman, Councillor S Harris and the Clerk and Responsible Financial Officer, Mrs J Monks.

10. Annual Governance and Accountability Return 2017/2018 Part 3 – Accounting Statements

The clerk and Responsible Financial Officer has filled in the Accounting Statements for 2017/2018 and the Parish Council considered the Accounting Statements.

RESOLVED that;

The Accounting Statements is approved and signed and dated by the Chairman, Councillor S Harris and the Clerk and Responsible Financial Officer, Mrs J Monks.

11. Annual Review of Internal Financial Controls and Financial Regulations.

The Parish Council had undertaken a review of the internal financial controls

RESOLVED that;

the present arrangements for financial controls as detailed below are acceptable:

- a. All payments are raised in accordance with a payment schedule, which includes agreed direct debit and bacs payments, with supporting documentation available, are signed at the third Tuesday monthly meeting.
- b. Details are then again provided to Members as a schedule for formal approval with the subsequently produced Parish Council Meeting minutes which includes a copy of the relevant payments Schedule for the month.
- c. The Chair at the next Parish Council meeting reconciles the Receipts & Payments Schedule and the Bank Statement by signing the Account Balance Summary.
- d. With regard to internet banking the payment are input on the Parish Council's internet banking account by the Assistant Clerk and then are checked by the Clerk. Once input each payment needs dual authorisation from two Parish Councillors to approve and authorise the payment in accordance in payment schedule. Once a payment has been input and approve by either parties it cannot be amended in any way by the internal banking system it can only be cancelled. Payments are made in accordance with the Financial Regulations adopted by the Parish Council.

RESOLVED that;

The current Financial Regulations are confirmed by the Parish Council.

12. Direct Debits

The clerk confirmed that the following payments were made by variable direct debit.

Scottish Power/ManWeb for the electricity supply, British Gas for the gas supply and Waterplus (formally United Utilities) and BT for the telephone and Broadband service for the Parish Hall and Tesco mobile for payment for the Booking secretary's mobile phone. All payments by direct debit are detailed on the payment of accounts schedule.

RESOLVED that;

The use of variable direct debit for the above suppliers should continue.

13. Standing Orders

The clerk had noted that new model standing orders had been produced by the National Association of Local Councils as such it was necessary to update the Standing Orders to be compliant with the new legislation.

Councillor J Walker asked for the co-option procedure to be incorporated and included as part of the Standing orders as such the clerk will amend and circulate and put this as an agenda item for the next Parish Council meeting in July.

14. General Risk Assessment and Assets

The clerk had updated the annual risk assessment report and asset register.

RESOLVED that;

The Risk Assessment report was approved and that the updated asset register was approved.

15. Fire Assessment

The clerk informed the Parish Council that the Parish Hall's Fire Risk Assessment had been completed on 1st May 2018. The report confirmed that that following action was required.

- (a) Ensure that that the fire alarm is tested weekly and ready for inspection at all times.
- (b) Appoint Fire wardens and provide the appropriate training to aid in the evacuation of the premises.
- (c) Ensure fixed heating system are serviced regularly.
- (d) Consider the installation of security alarm or CCTV.
- (e) Ensure that all service intake areas such as gas, heating and electrical rooms are kept sterile and free from all storage/managed properly to reduce the risk of combustible waste/material.
- (f) Ensure staff are trained on fire policies and procedures and given refresher training at regular intervals.

RESOLVED that;

- (a) The Assistant Clerk has now been trained in testing the fire alarm and will provide cover for this in the clerk's absence.
- (b) The Clerk and Assistant Clerk will attend Fire Warden training
- (c) The clerk will ensure that the heating system is service regularly.
- (d) The Parish Council considered the installation of a security alarm or CCTV.
- (e) The clerk was informed the Parish Hall user concerned that the boiler room can no longer be used for storage as such the cupboards will be cleared and relocated.
- (f) All members of the staff will be required to attend fire training.

16. Lumb Brook Millennium Green

A Director of Lumb Brook Millennium Green had contacted the clerk to say that the Trustees may consider the installation of a playground however they had no funds for installation or for future maintenance. Councillor J Wheeler will meet with the Trustees in order to discuss the matter further.

17. BT phone boxes and Planters on Bridge Lane

The BT Phone Box renovation was discussed at the Environmental Committee hearing and the contractor will send a list to the Assistant Clerk to order the parts. Three quotes have been provided for the planters and corner plot on Bridge Lane.

RESOLVED that;

All Seasons Ground Maintenance were appointed as contractors for the Bridge Lane planters and plot for seasonable bedding and watering.

The Assistant clerk will confirm this in writing and request for the contractor to provide a copy of his public liability insurance.

18. Environmental committee meetings

RESOLVED that;

The minutes of the Environmental committee meeting on 8th May 2018 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

19. PCSOs and Parish Hall

RESOLVED that;

The PCSOs could use the Parish hall when it was available. The clerk was asked to contact the PCSOs to provide timeslots when the hall was free.

Councillor J Bilsland also suggested that a PCSO surgery and a base in Appleton Thorn could be beneficial.

20. Publication scheme, complaints procedure, grant policy, Social Media Policy

RESOLVED that;

- (a) The publication scheme should be confirmed for the Parish Council.
- (b) A complaints procedure should be confirmed for the Parish Council.
- (c) the grant procedure should be confirmed for the Parish Council.
- (d) the Social Media policy was confirmed for the Parish Council.

21. Photograph competition for children

RESOLVED that;

A school photograph competition was to be organised by the clerk with prizes for the children and the child's primary school

The proposal is to have a photo competition for primary school children who must attend school in Appleton. The scene/feature photo must be from the Parish of Appleton including Appleton Thorn and be based on the theme, 'Views of Appleton.'

Prizes to be as follows

1st Prize £50.00 to child and £50.00 to school.

2nd Prize £25.00 to child and £25.00 to school.

3rd Prize £15.00 to child and £15.00 to school

Total expenditure to be £180.00 to be taken from the children's activities budget for 2018/2019.

22. Community Events Committee

RESOLVED that;

A Community Events Committee would be appointed with Councillor J Wheeler, Councillor G Skentlebery, Councillor G Palmer and Councillor S Harris.

The following terms of reference were adopted.

In order to develop social cohesion for all ages within the various wards in Appleton Parish, the Committee will work to develop ideas and provide practical support, where appropriate, for community events. In order to do this it will work with residents and other outside bodies (such as the Warrington Borough Council's South Area Team) throughout the year.

Events could include: Christmas Lantern Walk – Cobbs, Appleton Parish Hall Christmas Tree lighting event with Father Christmas, Summer events at the Millennium Green, Litter picking activities and World War One.

23. Broomfields Extra Care facility

Borough Ward Councillors have been contacted regarding the moving of the extra care facility to Padgate. Residents of the Broomfields Sheltered Housing and the bungalows on Dale Lane which receive the Extra Care facility have been given options including staying at Broomsfield and receiving alternative care or relocating elsewhere. Many residents have lived at Broomfields some considerable time and are vulnerable.

RESOLVED that;

The Parish Council should object to the removal of the Extra Care facility at Broomsfields.

24. Minutes of last Parish Council meeting and matters arising

RESOLVED that;

The minutes of the Parish Council's Annual Meeting and the minutes of the Parish Council meeting held on Tuesday 15th May 2018 (copies of which had been circulated to each Member) were approved and signed by the Chairman.

25. Parish and Borough Councillors Reports

Several Councillors confirmed that the Rugby club now intend to move back to the rugby field at Bridge Lane and this was welcomed by all.

Councillor P Walker confirmed that a consultation regarding the future of Sandy Lane tip was commencing and the clerk was requested to put this as an agenda item for July.

Councillor J Wheeler confirmed that plans for the World War One event were progressing and that she had been in contact with both Appleton and Stockton Heath Scouts regarding the event.

Councillor J Wheeler confirmed that the housing developer was undertaking further consultation with residents regarding the demobishing the garages on Dale Lane.

Councillor J Bilisland confirmed that the shack at the Broomfields Lesiure centre had received a spring clean thanks to volunteers.

Councillor K Arnett confirmed that Manchester airport will soon be introducing car parking charges for dropping off passengers.

26. Date and time of next meeting

Tuesday 17th July 2018, Planning Committee meeting 7pm followed by the Monthly Parish Council meeting 7.30pm.